

Syllabus OE 386: Undergraduate Outdoor School Administration

Introduction:

OE 368 Outdoor School Administration is a 6-credit course for administrative interns in residence at the Outdoor Education Center. A student in this course works closely with the Directors in all aspects of outdoor education center operations. This includes staff training, office procedures, and program coordination required by the Glen Helen Outdoor Education Center. OE 368 is taken in conjunction with OE 390.

Course Objectives:

- Train and mentor Naturalist interns in the OEC Schoolcamp curriculum throughout the internship
- Assist the Directors in daily program coordination during the Schoolcamp program
- Support the Naturalist interns in all aspects of the Schoolcamp program
- Model a positive attitude as a team player
- Complete duties in one of three specific areas of focus: Raptor Rehabilitation, Program Coordination, Extension

Course Requirements and Evaluation:

Intern will actively assist in the everyday coordination of the educational program, including dining hall coordination, evening programs, 4:30 activities, Area responsibilities, and Living History.

Directors will monitor daily coordination and provide feedback.

Acceptable: To receive credit, the intern will:

- Perform the daily responsibilities as described in the Admin handbook and as dictated by the Directors.
- Effectively communicate responsibilities and program needs to the Admin team, Directors, and teachers
- Be available for the Directors when special needs arise during the week
- Plan ahead for potential problems and work proactively to address them
- Notify Directors of problems that cannot be handled by the intern

Intern will plan and lead training sessions during the initial three-week training period.

Directors will review training plan.

Acceptable: To receive credit, the intern will:

- Provide training materials and lead the training sessions s/he is assigned to.
- Engage the Naturalist interns and actively demonstrate a variety of teaching methods and activities

Good: In addition to the above, the intern will:

- Use processing at the end of the training to determine the Naturalist's understanding of the material

Exceptional: In addition to the above, the intern will:

- Provide individual follow-up with Naturalist interns who need additional help in the area of the training session
- Research and teach new activities to add to the OEC curriculum in the area of the training session

Intern will observe three different Naturalist interns during a hike with elementary/middle school students.

Directors will review the written feedback.

Acceptable: To receive credit, the intern is required to observe three Naturalists during an instructional hike. Following the guidelines provided, interns will provide written and verbal feedback to the observed Naturalists and written feedback to the Directors.

Good: In addition to the above, the intern will:

- Evaluate every section of the hike including teaching methods, hike planning, and techniques for group management
- Provide the observed Naturalist with specific examples of areas of achievement as well as suggestions for improvement in a professional manner

Exceptional: In addition to the above, the intern will:

- Provide suggestions for new activities or demonstrations for the Naturalist in necessary areas
- Evaluate specific examples from the hike and discuss what was observed referencing techniques given during training
- Follow up with the Naturalist on the progression of areas that needed further development

Intern will train and provide daily oversight on one or more camp areas as agreed upon with the Directors.

Directors will monitor Area oversight.

Acceptable: To receive credit, the intern will:

- Ensure the Area responsibilities are being performed by the Naturalists as assigned each week
- Clarify Area responsibilities to Naturalists who need further instruction
- Ensure all supplies are needed for the Naturalist before the supplies are depleted

Intern will read Basic Camp Management, by Armand B. Ball and Beverly H. Ball and write a 2-3 page reflection on the content of the book.

Directors will review written reflection.

Acceptable: To receive credit, the intern will demonstrate that s/he read the book and understood the reading in a written reflection.

Good: In addition to the above, the intern will:

- Discuss areas of correlation between the book and the Outdoor Education Center
- Share his/her reflections and provide specific ways to implement ideas from the book

Exceptional: In addition to the above, the intern will:

- Demonstrate the incorporation of concepts learned from the book into his/her own administrative techniques